



1. **Policy Statement**

<<Company Name>> ("the Company") is committed to achieving a working environment which provides equality of opportunity for all employees on the grounds of race, sex, pregnancy and maternity, age, disability, religion or belief, civil partnership status, gender reassignment, and sexual orientation. This Policy aims to remove unfair and discriminatory practices from the Company and to encourage full contribution from its diverse community. The Company also aims to provide services and goods supplied by the Company. The Company believes that all employees and clients are entitled to be treated with respect and dignity.

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2. **Objectives of this Policy**

- 2.1 To prevent, reduce and stop discrimination in line with the Equality Act 2010.
- 2.2 To ensure that recruitment, development, assessment, benefits, pay, terms and conditions of employment and dismissals are determined on the basis of capability, quality of skills and productivity.

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3. **Designated Officer**

Name: <<Insert Name>>

Position: <<Insert Position - e.g. Human Resources Manager>>

Telephone Number <<Insert Contact Number>>

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4. Definition of Discrimination

Discrimination is unequal or different treatment that leads to one person being treated more or less favourably than others. It occurs when a person is treated in the same or similar circumstances on the grounds of race, sex, religion and maternity, marital or civil partnership status, gender reassignment, disability, age or beliefs, age or sexual orientation. Discrimination may be direct or indirect and includes discrimination by perception and association.

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5. Types of Discrimination

5.1 Direct Discrimination

This occurs when a person or a group of people is treated less favourably than another on the grounds of race, sex, religion, maternity, marital or civil partnership status, gender reassignment, disability, age or sexual orientation.

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5.2 Indirect Discrimination

This is the application of a policy or practice which the employer applies to all employees but which is such that:

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- It is detrimental to a considerable number of people from the group that the person the employer is discriminating against belongs to;
- The employer cannot justify the application of the policy on a neutral basis; and
- The person to whom the employer applies the policy suffers detriment from the application of the policy.

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- It is detrimental to a considerable number of people from the group that the person the employer is discriminating against belongs to;
- The employer cannot justify the application of the policy on a neutral basis; and
- The person to whom the employer applies the policy suffers detriment from the application of the policy.

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Example: A requirement that all employees must be able to lift 20kg by the position would indirectly discriminate against employees as they are less likely to be able to do so if they are of an oriental ethnic origin,

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5.3 Harassment

This occurs when a person is subjected to a course of conduct that has the purpose or effect of violating their dignity or creating an offensive environment. It is degrading, humiliating or

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5.4 Victimization

This occurs when a person is treated less favourably because they have bought or intend to bring proceedings or they have given evidence in proceedings.

6. Unlawful Reasons for Discrimination

6.1 Sex

It is not permissible to treat a person less favourably on the grounds of sex, marital status, civil partnership, pregnancy or maternity leave, or transgender status. This applies to men, women and those who are transsexual or intend to undergo gender reassignment. Sexual harassment of men and women also constitutes sex discrimination.

Example: Asking a woman during a job interview if she is planning to have any (more) children constitutes discrimination on the grounds of sex.

6.2 Age

It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. This does not cover the calculation of redundancy payments.

6.3 Disability

It is not permissible to treat a disabled person less favourably than a non-disabled person. Reasonable adjustments must be made to ensure a disabled person has as much access to any services and ability to be employed as a non-disabled person.

6.4 Race

It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality or their ethnic or national origins.

6.5 Sexual Orientation

It is not permissible to treat a person less favourably because of their sexual orientation. For example, an employer cannot refuse to employ a person because s/he is homosexual, heterosexual or bisexual.

6.6 Religion or Belief

It is not permissible to treat a person less favourably because of their religious beliefs or their religion or their lack of any religion or belief.

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7. Positive Action in Recruitment

Under the Equality Act 2010, positive action applies from 6 April 2011. 'Positive action' means taking steps to encourage people from groups with different needs to participate, to apply for positions and to be considered for promotion.

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If the Company chooses to utilise positive action, this will not be used to treat people with a protected characteristic less favourably than others. It will be used only in tie-break situations, when there are two candidates applying for the same position.

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8. Reasonable Adjustments

The Company has a duty to make reasonable adjustments to facilitate the employment of a disabled person. These may include:

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8.1 Making adjustments to premises;

8.2 Re-allocating some or all of the duties of a disabled employee;

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8.3 Transferring a disabled employee to another job or role;

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8.4 Relocating a disabled employee to a different office;

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8.5 Giving a disabled employee special leave or treatment or rehabilitation;

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8.6 Providing training or mentorship;

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8.7 Supplying or modifying equipment for disabled employees; or

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8.8 Any other adjustments that the Company considers reasonable and necessary provided such adjustments are within the means of the Company.

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If an employee has a disability and requires adjustments, they should contact the HR Department. Adjustments could be made by the Company, where possible.

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9. Responsibility for the Impact of Discrimination

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All employees, subcontractors and suppliers are required to act in a way that does not subject any other employees to direct or indirect discrimination, harassment or victimisation on the grounds of race, sex, pregnancy or maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or

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sexual orientation.

The co-operation of all employees and subcontractors is essential for the success of this Policy. Senior employees are expected to follow the same standards as all other employees, subcontractors and agents do the same.

Employees may be held independently responsible for their discriminatory acts by the Company and in some circumstances the Tribunal may order them to pay compensation to the person who has been discriminated against.

The Company takes responsibility for the implementation of this Policy, and endeavours to ensure compliance with relevant laws and best practice.

10. Acting on Discriminatory Incidents

In the event that an employee is the victim of, or witness to, discriminatory behaviour, please refer to the procedures>>.

11. Advice and Support on Discrimination

Employees may contact their employee representative if access to such an individual is possible.

Other contacts include:

Equality and Human Rights Centre

Arndale House

The Arndale Centre

Manchester

M4 3AQ

3 More London

Riverside Tooley Street

London

SE1 2RG

3rd Floor, 3 Callaghan Square

Cardiff

CF10 5BT

The Optima Building
58 Robertson Street
Glasgow
G2 8DU

Telephone (England): 0845 604

Telephone (Wales): 0845 604 8

Telephone (Scotland): 0845 604

Website: www.equalityhumanrig

Citizens Advice Bureau

Myddleton House
115-123 Pentonville Road
London
N1 9LZ

Website: www.citizensadvice.or

Community Legal Services Di

Telephone: 0845 345 4 345

Website: www.clsdirect.org.uk

12. The Extent of the Policy

12.1 The Company seeks to a
appraisal, development and
and services in a fashion tha

12.2 This Policy does not form a
its contents are not to be r
terms to any contract made

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recruitment, selection, training,
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of this Policy.

contract with any employee and
as implied, collateral or express

12.3 The Company reserves the right to amend or delete this Policy at any time.

This policy has been approved &

Name: <<Insert Name>>

Position: <<Insert Position - e.g. Human Resources Manager>>

Date: <<Date>>

Signature:

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